



# Guide to What's New in the *Publication Manual of the American Psychological Association, Seventh Edition*

This document provides a summary of what's new for **TTC nursing students** in the seventh edition of the *Publication Manual of the American Psychological Association*. Content throughout the manual has been significantly expanded and revised from the sixth edition.

## Chapter 1

Chapter 1 has new and updated content on scholarly writing and publishing principles. This includes information about

- student papers-The nursing division has reviewed and refined what faculty require students to use for their student papers. Much of the formatting, style and content remain the same as the APA 6<sup>th</sup> edition with the exceptions for TTC nursing students identified in **red**.
- Links are in **blue** and **aqua**
- There is a student checklist that follows this summary to use when writing a formal course paper.

## Chapter 2

Chapter 2 covers paper elements and formatting for student papers. The summaries of *Publication Manual* sections outlined here focus mostly on changes that affect student paper formatting.

A [sample professional paper and a sample student paper](#) are available on the APA Style website and in the manual.

## 2.3 Title Page

### NEW

The seventh edition includes guidelines for student paper title page formatting have changed. Student title page elements **include on the upper half of the title page:**

- **the formal paper title, bolded in title-case and centered**
- **student name**
- **Affiliation (Nursing), school name**
- **course number and name**
- **assignment due date**

**Do not use a running head. Do not include the instructor name.**

Sample student and professional title pages are provided in the manual (Figures 2.2 and 2.3) and in the [title page guidelines](#) on the APA Style website.

## 2.4 Title

### EXPANDED

The title of the paper should be in title case, bold, centered, and positioned in the upper half of the titlepage. [See this section for additional guidelines.](#)

## 2.3 Author Name (Byline)

### EXPANDED

This section includes clearer instructions on how to format a byline.

## 2.4 Author Affiliation

### REVISED

For all authors, write **Nursing Division** and the name of the institution (**Trident Technical College**), separated by a comma. It is not necessary to include the location of the institution unless the location is part of the institution's name.

## 2.5 Abstract

### REVISED

**An abstract is not required for student papers, unless requested by an instructor.**

## 2.6 Text (Body)

### EXPANDED

This section describes how to format the text of the paper, including considerations for paper organization.

**The paper title appears at the top of the first page of the text in bold and centered.**

## 2.12 Reference List

### REVISED

This section describes how to format the reference list. **The label "References" is now bolded.**

## 2.18 Page Numbers

### EXPANDED AND REVISED

This section includes instructions on where to place elements in the page header and details revised elements tailored to meet the different needs of papers for students (page number only). Use the page numbering function of the word-processing program to insert page numbers in the flush top right corner of each page, with page number one (1) on the title page. See also information on [page headers](#) on the APA Style website.

## 2.19 Font

### REVISED

**Use only New Times Roman size 12 font.**

## 2.21 Line Spacing

### EXPANDED

General guidance to double-space the paper is provided, followed by line spacing for specific paper sections: title page. Do not add lines before or after headings or between paragraphs.

## 2.22 Margins

### EXPANDED

The section on margins addresses possible adjustments needed for margins in dissertations and theses compared to journal articles. See also information on [margins](#) on the APA Style website.

## 2.23 Paragraph Alignment

### EXPANDED

- Align the text of an APA paper one (1) inch from the left margin. Leave the right margin uneven or "ragged". Do not insert hyphens (manual breaks) in words at the end of line. However, if your word-processing program automatically inserts breaks in DOIs or URLs, that is acceptable.
- [Formatting of long DOIs or URLs is outlined](#): (a) line breaks should not be manually inserted, and (b) breaks applied automatically by a word-processing program are permissible.

## 2.24 Paragraph Indentation

### EXPANDED

This section describes guidance for paragraph indentation as well as exceptions needing different indentation: title page, headings, block quotations, and reference entries. See also information on [paragraph indentation](#) on the APA Style website.

## 2.26 Principles of Organization

### EXPANDED

This section includes a discussion of how and why to use headings to effectively organize and structure a paper.

## 2.27 Headings

### REVISED

The following table demonstrates how to format headings in seventh edition APA Style. All headings are bold; Levels 3 and 5 are also italic.

Level	Seventh Edition Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins indented as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins indented as a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins indented as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph.

For more details about how to format headings, including headings in the introduction of a paper, see [information about headings](#) and headings in [sample papers](#) on the APA Style website.

## Chapter 4

Chapter 4 provides guidance on writing style and grammar. Guidance has been updated and expanded and new examples added throughout.

- The singular “they” is endorsed, consistent with inclusive usage. Details and examples are in Section 4.18 as well as in the [blog post on singular “they.”](#)
- Improved guidance and specific examples help authors determine what does and does not constitute anthropomorphism (see Section 4.11).
- Expanded and new sections outline strategies anyone can use to improve their writing.

## Chapter 5

Chapter 5 presents bias-free language guidelines. General guidelines for writing about all people with inclusivity and respect have been updated.

- Guidance has been updated to reflect best practices for discussing the following characteristics:
  - [age](#) (Section 5.3)
  - [disability](#) (Section 5.4)
  - [gender](#) (Section 5.5)
  - [racial and ethnic identity](#) (Section 5.7)
  - [sexual orientation](#) (Section 5.8)
- New guidance is provided for discussing:
  - [socioeconomic status](#) (Section 5.9)
  - [intersectionality](#) (Section 5.10)

## Chapter 6

Chapter 6 covers the mechanics of style, including punctuation, capitalization, abbreviations, numbers, and statistics in text. Examples have been updated throughout the chapter. Key changes are as follows:

- Use one space after a period (or other punctuation) at the end of a sentence.
- Use double quotation marks to refer to a letter, word, phrase, or sentence as a linguistic example or as itself. See Section 6.7 and as well as the guidance on [quotation marks](#) on the APA Style website.

### EXAMPLES:

- the letter “m”
  - the singular “they”
  - answered “yes” or “no”
  - Instead of referring to someone as a “defective child,” talk about a “child with a congenital disability” or a “child with a birth impairment.”
  - Students wrote “I promise to uphold the honor code” at the top of the test page.
  - Use double quotation marks to present stimuli in the text (long lists of stimuli may be better presented in a table, where quotation marks are not needed).
- EXAMPLE:**
- The stimulus words were “garden,” “laundry,” “briefcase,” and “salary.”

- Spelling in APA Style papers should conform to the [Merriam-Webster.com Dictionary](#). Spellings of psychological terms should conform to the [APA Dictionary of Psychology](#). If a word appears differently in these two dictionaries, follow the spelling in the *APA Dictionary of Psychology*. If a word is not in either of these dictionaries, consult an [unabridged edition of Webster's dictionary](#). If the dictionary offers a choice of spellings, select one spelling and use it consistently throughout your paper.
- Section 6.1 specifies preferred spellings for common technology words, including “internet” (lowercase “i”), “email” (no hyphen), “ebook” (no hyphen), and others.
- Expanded guidance is provided on the capitalization of proper nouns, job titles, diseases and disorders, and more (see Sections 6.13–6.21).
- Guidelines for the presentation of abbreviations have been revised and expanded to address common questions, such as how to include a citation with an abbreviation and how to use scientific and Latin abbreviations.
- New guidance is given on how to write gene and protein names and abbreviations (see Section 6.31).
- Guidelines for the presentation of numbers have been updated to be consistent throughout a work (e.g., there is no longer an exception for presenting numbers in an abstract).
- Updated guidelines allow greater flexibility for lettered, numbered, and bulleted lists (see Sections 6.49–6.52). Bulleted lists do not need to be punctuated as though they are complete sentences.

## Chapter 8

Chapter 8 addresses appropriate levels of citation as well as plagiarism, self-plagiarism, and other unethical writing practices.

- New guidance is provided on how to cite recorded or unrecorded Traditional Knowledge and Oral Traditions of Indigenous Peoples (see Section 8.9).
- New guidance is provided on how to format quotations from research participants (see Section 8.36).
- Information about plagiarism and self-plagiarism has been updated (see Sections 8.2 and 8.3).
- An example of how to format epigraphs is now included (see Section 8.35).
- **In-text citations have been simplified and made easier: For works with three or more authors, include the name of only the first author and the abbreviation “et al.” in every in-text citation, even the first time a citation appears.**
  - **Sixth edition style:** First citation: Smith, Ellenio, and Pruitt (2019) or (Smith, Ellenio, & Pruitt, 2019); subsequent citation: Smith et al. (2019) or (Smith et al., 2019)
  - **Seventh edition style:** Both first and subsequent citations: Smith et al. (2019) or (Smith et al., 2019)
  - See details and examples of [narrative and parenthetical in-text citations](#) on the APA Style website.
  - When multiple references would shorten to the same “et al.” abbreviation, disambiguate them by spelling out as many author names as needed to differentiate the citations and match them to their reference list entry. These and other guidelines (outlined in Sections 8.10–8.22) about in-text citations are unchanged from the sixth edition. Some [details for in-text citations](#) can be found online as well.

## Chapters 9–10

Chapters 9 and 10 work together; Chapter 9 contains guidance, and Chapter 10 has the reference examples.

### Chapter 9 includes

- expanded guidelines for creating references, with specific sections focusing on each reference element (author, date, title, and source) as well as the format and order of a reference list
- new guidelines for formatting annotated bibliographies
- updated guidance on when to include DOIs and URLs for works retrieved from most academic research databases as well as from proprietary databases such as ERIC or UpToDate

### Chapter 10 provides

- more than 100 new examples of APA Style references grouped by category (periodicals, books, book chapters, reports, dissertations, social media, websites, etc.)
- templates in each category, so readers can understand the building blocks needed to create a reference for any type of work
- corresponding parenthetical and narrative in-text citations for each reference.

### New Guidelines for All Reference Types

The number of authors included in a reference entry has changed:

- Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name: Author, A. A., Author, B. B., & Author, C. C.
- When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.

### EXAMPLE WITH 21+ AUTHORS

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437–471. [https://doi.org/10.1175/1520-0477\(1996\)077%3C0437:TNYRP%3E2.0.CO;2](https://doi.org/10.1175/1520-0477(1996)077%3C0437:TNYRP%3E2.0.CO;2)

For more on why this change was made, see the [blog post on the number of authors to include in a reference](#).

- The presentation of DOIs and URLs has been standardized.
- Both are presented as hyperlinks.
- The label “DOI:” is no longer used before a DOI. DOIs should begin with the prefix <https://doi.org/>
- The words “Retrieved from” are used before a URL only when a retrieval date is also needed; otherwise, URLs are presented without a label.
- The APA Style website also contains [guidance on DOIs and URLs](#).

For any reference with a publisher or a site name:

- When the author name and the publisher are an exact match, the publisher is omitted.
- The word “Author” is no longer included in the source element of the reference as a replacement as in the sixth edition.

#### EXAMPLE

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

#### NOT

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Author. <https://doi.org/10.1176/appi.books.9780890425596>

#### NOT

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). American Psychiatric Association. <https://doi.org/10.1176/appi.books.9780890425596>

The author name in this reference (American Psychiatric Association) is also the name of the publisher, so the name appears only once in the reference (in the author element). The source element of the reference includes only the DOI.

The seventh edition includes expanded guidelines and examples for citing works that are written in another language (see Sections 9.38 and 9.39 as well as the examples in Chapter 10 Journal Articles).

### 10.1 Journal Articles

- When an issue number is present, always include it (in parentheses and not italicized) after the volumenumber.

#### EXAMPLE

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

If a journal uses article numbers, include the word “Article” and the number instead of any page range.

#### EXAMPLE

Burin, D., Kiltani, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, 14(1), Article e0209899. <https://doi.org/10.1371/journal.pone.0209899>

### 10.1 and 10.3 Books and Book Chapters

- Do not include physical locations for publishers in any reference type. Whereas a sixth edition reference included “Washington, DC: SAGE.,” a seventh edition reference now says only “SAGE.”

#### With a DOI:

- Brown, L. S. (2018). *Feminist therapy* (2nd ed.).
- American Psychological Association. <https://doi.org/10.1037/0000092-000>

#### Without a DOI:

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

- For ebooks, the format, platform, or device (e.g., Kindle) is not included in the reference. For audiobooks, include the narrator and audiobook notation only in specific cases (see Examples 22 and 29).
- Religious works and ancient Greek or Roman works are cited in the text (see Section 9.42 and Examples 35–36 in Chapter 10).

### 10.4 Reports and Gray literature

- Reports follow a standard format. Examples are given for government and other reports written by an agency, individuals, or a task force.
- This category also includes examples for annual reports, press releases, codes of ethics, grants, and more.

## 10.5–10.16 Other Reference Types

New examples are included for dissertations, TED Talks, TV series, webinars, YouTube and other streaming videos, albums, songs, podcast episodes, radio interviews and speech audio recordings, albums and songs, artwork in a museum, clip art or stock images, infographics, photographs, PowerPoint slides or lecture notes, Twitter, Facebook, Instagram, Reddit, webpages on news websites, and many more.

The APA Style website contains [additional reference examples](#).

## Chapter 11

Chapter 11 presents expanded guidance and updated examples for more types of legal references. Guidelines from *The Bluebook: A Uniform System of Citation* continue to be the foundation for APA Style legal references, with some modifications.

## Chapter 12

Chapter 12 provides guidance on the publication process.

- New content helps early career researchers adapt a dissertation or thesis into a journal article or articles, select a journal for publication, avoid predatory or deceptive publishers, and navigate journal submission.
- Sections on understanding the editorial publication process illuminate the role of editors, the peer review process, and criteria for evaluating manuscripts.
- Sections 12.9 to 12.13 describe how to prepare a manuscript for submission, how to use an online submission portal, how to write a cover letter, and more.
- Sections 12.14 to 12.18 on copyright and permissions include general guidelines for reprinting or adapting materials and information about copyright and fair use.
- New guidance helps authors share and promote their work following publication.

